

Getting Ready for the End of the Semester

The end of the semester is here and involves many Blackboard activities related to your courses. Here are some tips to review that you may find helpful.

Submitting Grades using the Blackboard and Campus Connection Grades Integration

The Blackboard and Campus Connection Grades Integration makes it easy to import grades from Blackboard into Campus Connection. All Blackboard course sites have a grade column added to the Grade Center titled **CC Final Grade**. This column is pre-configured to be the default grade column used with the Campus Connection grade import.

After entering a final letter grade in the Blackboard CC Final Grade column, instructors are able to import final grades into Campus Connection. To do this, log into Campus Connection, select the Grade Roster for the course and click the Import button. A one-way transfer of data ensures a secure and accurate recording of grades from Blackboard to Campus Connection. [Submitting Final Grades](#)

Here are instructions for [submitting final grades as a P/F or S/U](#).

Exporting the Grade Center

You can export a copy of the Blackboard Grade Center as a file opened by Microsoft Excel from the Full Grade Center by clicking on Work Offline. Instructions on how to export the grade center can be found by clicking on the following link: [Working Offline](#)

Saving Student Assignments

You can download assignment submissions to review them offline. Choose to download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file. Instructions on how to save student assignments can be found by clicking on the following link: [Saving Student Assignments](#)

Archiving your Course

The archive course feature creates a permanent record of a course including all the content and user interactions. Archived courses are saved as ZIP files. When you archive a course, it isn't deleted from the system. All files within the course are included in the archive, even if a file wasn't linked in the course. Instructions on how to archive a course can be found by clicking on the following link: [Archive Courses](#)

YuJa Storage Cleanup

YuJa storage is limited, so remember to remove any YuJa recordings that are not current, not linked to any of your courses, or are not used anymore. If you used YuJa Proctoring, you should save an offline copy and remove the recordings from your YuJa account after the semester ends. Learn how to check your YuJa storage usage, download copies of your recordings, and remove unused files from YuJa: [YuJa Media Management and Content Clean-Up](#)

Zoom Cloud Storage Cleanup

Zoom cloud recordings are meant to be temporary (current semester or less) and YuJa or OneDrive should be used for longer term storage. If you used Zoom during the semester and recorded your class sessions to the cloud, you will want to download any recordings you would like to keep. All cloud recordings will be removed after the end of the semester. Notifications will be sent prior to removal. Learn more about downloading Zoom cloud recordings using this link: [Zoom Cloud Recording Management](#)

Looking Ahead

Blackboard course clean-up is a way to clean-up your course now so there are no extra outdated documents, extra grade columns, and duplicated content items. Register for the upcoming workshop in May that will help walk you through this process located at this link: [Blackboard: Course Clean-Up](#)

Instructional Design

As you start planning for next semester, remember our team of instructional designers are here to help you develop new courses, redesign existing courses, provide course reviews, give recommendations for incorporating new technologies, and more. If you would like to work with an Instructional Designer, please submit a [consultation request](#) or see a complete list of [instructional designers](#).

